

APPLICATION TO ALTER, REBUILD OR CHANGE THE PREMISES

This form must be completed when you wish to alter, rebuild or change your licensed premises through structural work or refurbishment.

Note: If the licensed area of your premises will change on your licence document, then an *Application to Change the Licensed Area* form will need to be completed instead.

Office Use Only

Date received

Receipt No

Amount received

Instructions

Please complete in **BLOCK** letters. Attach extra pages if needed. If you need help completing this form, visit our website www.olgr.qld.gov.au or contact the Office of Liquor, Gaming and Racing on 13 13 04.

Privacy Statement – Please read

The Department is collecting information, including personal information, for the purposes of the *Liquor Act 1992*. In accordance with the legislation, some personal information may be passed to the Queensland Police Service to assist with criminal history searches, and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Warning: False or misleading statements will attract a maximum penalty of 100 penalty units or 6 months imprisonment and may lead to immediate cancellation of licence.

Copyright protects this document. The State of Queensland has no objection to this material being reproduced, made available online or electronically, but only if it is recognised as the owner of copyright and this material remains unchanged.

Fees:

To find out the current application fee go to www.olgr.qld.gov.au

Section 1 Licensee details

Licensee (as shown on licence document)

.....

Name of premises

Address of premises

Locality/Suburb State Postcode

Phone Fax

Mobile Email

Section 2 Liquor licence number

Liquor licence number (as shown on licence document)

Section 3 Adult entertainment

Are the premises subject to an adult entertainment permit?

No – **Go to Section 4**

Yes – What is the permit number?

<p>Section 11 Local authority development decision notice documentation</p>	<p>You must submit a copy of the local authority development decision notice and any attached conditions. Are these items attached?</p> <p><input type="checkbox"/> No – This application cannot be finalised until they are lodged</p> <p><input type="checkbox"/> Yes – Go to Section 12</p>
<p>Section 12 Documentation to be lodged on completion of work to premises</p>	<p>Once the application has been approved subject to receipt of certificates, the work may commence. No trading may take place in any new or refurbished area until the following documents are lodged on completion of the work:</p> <p>a) a Certificate of Classification from the local authority or a private certifier;</p> <p>b) a Statement of Completed Works (Form 26);</p> <p>c) a letter of clearance from the Queensland Fire and Rescue Service;</p> <p>d) a letter of clearance issued by the Local Authority under the Food Regulation 2006 for the renovation work being undertaken.</p>
<p>Section 13 New area to licensed area</p>	<p>Will the work add a new area to the licensed area?</p> <p><input type="checkbox"/> No – Go to Section 18</p> <p><input type="checkbox"/> Yes – Go to Section 14</p>
<p>Section 14 New area details</p>	<p>Does the new area have a different real property description to that of the existing licensed area?</p> <p><input type="checkbox"/> No – Go to Section 15</p> <p><input type="checkbox"/> Yes – Please provide details</p> <p>.....</p>
<p>Section 15 Tenure or right to occupy status</p>	<p>What tenure or right to occupy does the licensee have over the new area?</p> <p><input type="checkbox"/> owner of freehold</p> <p><input type="checkbox"/> lessee of premises</p> <p><input type="checkbox"/> Department of Natural Resources lease</p> <p><input type="checkbox"/> Other – Please specify</p> <p>.....</p>

<p>Section 16 Landlord of new area</p>	<p>Is the owner of freehold of the new area the same as the landlord of the existing licensed area?</p> <p><input type="checkbox"/> No – Go to Section 17</p> <p><input type="checkbox"/> Yes – Go to Section 18</p>
<p>Section 17 Consent of freehold owner of new area</p>	<p>As landlord of the new area described in this form, I consent to this application.</p> <p>Name</p> <p>Signature</p> <p>Date <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p>Section 18 Consent of freehold owner of existing area</p>	<p>As landlord of the freehold of the existing licensed area, I consent to this application.</p> <p>Name</p> <p>Signature</p> <p>Date <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p>Section 19 Signature of licensee</p>	<p>I acknowledge that this application cannot be finalised until the work described in this form is complete and I have lodged the items at Section 12. No trading may take place in any new area until final approval is granted.</p> <p>Name</p> <p>Signature</p> <p>Date <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p>Lodgement details</p>	<p>Please lodge the completed application, any supporting documentation and fees at the Office of Liquor, Gaming and Racing at the address below or any Office of Liquor, Gaming and Racing office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Wide Bay, Rockhampton, Mackay, Mt Isa, Townsville or Cairns. The counter is open Monday to Friday, 8:30am to 4:30pm.</p> <p>By mail: Locked Bag 180, City East Q 4002</p> <p>In person: Office of Liquor, Gaming and Racing, Level 4, 33 Charlotte Street, Brisbane Qld 4000 or your nearest regional office</p>

Payment details

Payment Type:

- Money Order
- Cheque – *Make cheque payable to Office of Liquor, Gaming and Racing*
- Credit Card – Charge my:

Mastercard VISA

Credit Card No.

Cardholder's Name:

Amount Authorised: \$ Expiry Date:

Signature:

A receipt will not be issued unless specifically requested.